

Parkman Township Trustees Regular Meeting of January 6, 2015

The regular meeting of the Parkman Township Trustees was called to order at 7:00 p.m. at the Community House. In attendance were: Trustees - Jon Ferguson, Roger Anderson, and Dennis Ikeler, Fiscal Officer - Kathy Clossin, John Spelich, Tom Evers, Paul W. Komandt, Nancy Ferguson, Mike Komandt and Russell Spence.

* An agenda was made available for attendees. The Pledge of Allegiance was recited.

* D. Ikeler moved and R. Anderson seconded a motion to approve the signing and payment of the bills and wages. Motion carried unanimously. (Resolution No. 15-01)

* R. Anderson moved and J. Ferguson seconded a motion to waive the reading of the December 16, 2014 regular meeting minutes and to approve the same. Motion carried unanimously. (Resolution No. 15-02)

* D. Ikeler moved and J. Ferguson seconded a motion to accept the Bank Reconciliation as provided. Motion carried unanimously (Resolution No. 15-03)

* R. Anderson moved and J. Ferguson seconded a motion to follow the same holiday schedule as set by the Geauga County Engineer for the Parkman Township Road Department. New Years, Martin Luther King Day, President's Day, Columbus Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving and Christmas Day. Motion carried unanimously. (Resolution No.15-04)

* J. Ferguson moved and D. Ikeler seconded a motion to follow the guidelines for public meetings per ORC 121.22 as amended and enacted on Resolution No. 187, dated December 17, 1985. Motion carried unanimously. (Resolution No. 15-05)

* R. Anderson moved and D. Ikeler seconded a motion to to appoint Albert Dale Komandt as the Cemetery sexton and Tom Evers as the Assistant Cemetery Sexton. Motion carried unanimously. (Resolution No. 15-06)

* J. Ferguson moved and R. Anderson seconded a motion to appoint Elizabeth Sanders as the Community House Coordinator. Motion carried unanimously. (Resolution No. 15-07)

* R. Anderson moved and D. Ikeler seconded a motion to pay the Parkman Township Fire chief an annual salary of \$5,000.00 in 2015, to be paid equally on a quarterly basis. Motion carried unanimously. (Resolution No. 15-08)

* J. Ferguson moved and R. Anderson seconded a motion to pay the Parkman Township EMT Advisor an annual salary of \$1,000.00. Motion carried unanimously. (Resolution No. 15-09)

* R. Anderson moved and J. Ferguson seconded a motion to appoint John Spelich Parkman Township Zoning Inspector and to pay the Zoning Inspector a monthly salary of \$500/month with mileage reimbursement of \$30 per month. Motion carried unanimously. (Resolution No. 15-10)

* J. Ferguson moved and D. Ikeler seconded a motion to appoint Janis Helt as Parkman Township Zoning Secretary. Motion carried unanimously. (Resolution 15-11)

* R. Anderson moved and J. Ferguson seconded a motion to appoint Joan Windnagel as Parkman Township Assistant. Motion carried unanimously. (Resolution No. 15-12)

* J. Ferguson moved and R. Anderson seconded a motion to reimburse out of Township Business road mileage based at the IRS rate for Business miles at 57 ½ cents per mile. Motion carried unanimously. (Resolution No. 15-13)

* R. Anderson moved and J. Ferguson seconded a motion to pay the Parkman Township Board of Trustees and Fiscal Officer by the method of salary in 2015. Motion carried unanimously. (Resolution No. 15-14)

* J. Ferguson moved and D. Ikeler seconded a motion to appoint Tom Evers as the Parkman Township Road Department Superintendent. (Resolution No. 15- 15)
R. Anderson moved and J. Ferguson seconded a motion to re-enact the brine resolution of May 15, 1985 for brine application on Parkman Township roads. Motion carried unanimously. (Resolution No. 15-16)

* R. Anderson moved and J. Ferguson seconded a motion to appoint D. Ikeler as representative to the Health District Advisory Committee with J. Ferguson as alternate. Motion carried unanimously. (Resolution No. 15-17)

* R. Anderson moved and D. Ikeler seconded a motion to appoint J. Ferguson and Rod Zeigler as the Parkman Township Board of Trustees representatives to the 2015 Volunteer fire Fighters Dependents Fund Board. Motion carried unanimously. (Resolution No. 15-18)

* J. Ferguson moved and R. Anderson seconded a motion to appoint D. Ikeler as the Designated Employer Representative to the Geauga County Drug and Alcohol Consortium Committee. Motion carried unanimously. (Resolution No. 15- 19)

* R. Anderson moved and J. Ferguson seconded a motion to Cemetery Rules and Regulations - Remain unchanged. Motion carried unanimously. (Resolution No. 15-20)

* J. Ferguson moved and D. Ikeler seconded a motion for the Zoning Fees to remain unchanged. Motion carried unanimously. (Resolution No. 15-21)

* R. Anderson moved and D. Ikeler seconded a motion to pay the Zoning Commission and Zoning Board of Appeals a stipend at the rate of \$20 per meeting attended, not to exceed (\$240 per person per year). Motion carried unanimously. (Resolution No. 15-22)

* J. Ferguson moved and D. Ikeler seconded a motion to that Parkman Township provide hospitalization including dental and life Insurance coverage for full-time road dept. employees; and that there will be a Payroll deduction of 8% for each full time road department employee for health insurance. Motion carried unanimously. (Resolution No. 15-23)

* J. Ferguson moved and D. Ikeler seconded a motion that all employees paid salary and bi-weekly or monthly will be required to use direct deposit for their pay. Effective March 1, 2015. And all employees will submit the proper banking paperwork by February 3rd. Motion carried unanimously. (Resolution No. 15-24)

Fiscal Officer

- * Presented bills, purchase orders, bank reconciliation, two cemetery deeds and minutes to be signed, 2015 motions, emailed mail and information to the Trustees.
- * Certificate of County Auditor for Temporary Appropriations was received
- * Trustees decided not to dispute an unemployment compensation benefits claim
- * Closure Authorization received from Life Force – Account found to be uncollectable (run 14-0064) J. Ferguson will check with County Prosecutor thru a collection agency.
- * Received approval of the Bureau of Workers Compensation grant and awaiting arrival of check before purchase of power cot and power loader can be made.
- * Requested the number of people from Parkman attending the Geauga Township Association meeting on January 22, 2015.
- * Provided unpaid culvert information to D. Ikeler for further follow up by Road Dept.
- * OTARMA requesting photos from Townships for the 2016 calendar- web site www.OTARMA.org for submission details
- * Job Opportunity listings from Geauga County – General Communications Clerk, part time \$9.39/hr.; Deputy Director, Planning Dept. Emergency Services A\$19.10/hr.; Dog Shelter attendant part tie \$10.47/hr. Posted on Community House bulletin board.
- * Ohio EPA monitoring schedule given to D. Ikeler/T. Evers
- * Memo from Frank Gliha Auditor indicating the closing date for the first half real estate collections had been set for Feb. 11, 2015 and if an advance is requested the deadlines are January 26, 2015 and February 6, 2015. A decision will be made at the next Trustee meeting if an advance will be requested.

Zoning (John Spelich)

- * Received a plan review notice of compliance for CNC Precision Machine from Geauga County Soil and Water Conservation District. Plans were found in compliance.
- * Proposed large lot subdivision application #14-032 containing 8.9 for Ray Byler on Patch Road. Legal description and survey map were approved by Parkman Zoning and returned to Planning Commission.
- * Proposed land division application #E-14-064 transferred from parcel #18-048651 Stutman to parcel 25-190160 Dan Mullett on Madison Road consisted of 0.20 acres and was in compliance with the Geauga County subdivision regulations. Parkman Township Zoning approved the division and returned the paperwork to the planning department. The parcel was bought and added to the existing land parcel.
- * Proposed land division application #14-065 from the Richard Gates parcel #25-024200 to Daryl Smith parcel #25-082210 containing 0.2897 acres. The division and transfer were in accordance to Geauga County Subdivision regulations. Parkman Township Zoning reviewed and returned all needed paperwork to the planning dept.
- * Zoning is waiting for the fire department report on the Middlefield Box Company, Parkman-Nelson Road. The fire alarm system is out of compliance and no permit can be issued until it is corrected.
- * Paradise Recycling sold their business to a local refuge company and they may have a buyer for the building located on Main Market in Parkman Township.

* Letter from Sharon Gengerich concerning the costs of processing Zoning information was presented and a discussion was held on any Parkman Zoning items that may need to be claimed and paid for. Further information is needed prior to action being taken.

Fire Department (Paul W. Komandt)

- * All 2014 fire reports have been submitted * Year-end report has been completed
- * The Parkman Fire Department handled 328 incidents in 2014
- * Over all response time was 11:09 minutes and Response time to buildings was 15:53 minutes and to chimney fires was 13:42 minutes.
- * Response to EMS (emergency medical service) calls excluding MVA (motor vehicle accident with injury) was 9:52 minutes and EMS MVA with injure was 10:20 minutes.
- * Two grant requests will be presented to the state, before the end of January; one for a fire class reimbursement and another for equipment PPE (personal protective equipment). (Parkman has not received funds from this source in the past.)
- * Fire Dependents Fund Board, Courtney Sanders and Mike Komandt were appointed by the Fire Department to the Board.

Road Department (Tom Evers)

- * Worked on inventory
- * Dragged roads
- * Plowed snow
- * Cut some berms and ditched some on Reeves road until Gradall belt broke
- * Applied for and received OTARMA grant for road signs. Apparently the grant is for \$500 and the paperwork was OTARMA and they are dealing with Wendy French of OTARMA.
- * Filled holes till we ran out of material
- * Completed cleaning up on Swine Creek
- * Treated roads for freezing rain on Saturday
- * J. Ferguson mentioned that a resident on Nash Road was thankful for placing the gravel on the hill on Nash Road on Saturday.

Community House (Roger Anderson)

- * There are already bookings for 2015 for the Community House.
- * They have been working on a free Community CPR training provided through the hospital. This should occur sometime near the end of March. Further information will be forthcoming.
- * The two portraits of the founding fathers of Parkman have been shipped from Boston, Mass. and we are awaiting their arrival.
- * J. Ferguson called Mike Mixler about the overflowing recycling bins and that the bins haven't been empties on a regular basis. T. Evers indicated that they come on Mondays. J. Ferguson further indicated that the company was willing to empty them more often, if we notify them when it is needed, since they have trucks going by here on a regular basis.
- * K. Clossin asked if anyone had heard about who the present owner was of the paper recycling. It was stated that the company had changed hands, but the new owner was not known.

Cemetery (Dennis Ikeler) * There was one funeral on Christmas Eve.

Old Business

* It was decided that appraisals for the Road Superintendent, Fire Chief and Zoning Inspector would not be held in an executive session and instead that the Trustee liaison would give the employee their evaluation based on a combination of information provided by all three Trustees and that the evaluation numbers would reflect an average of the numbers provided by each Trustee.

* Employee Manual Revision will be needed for a full time employee who opts out of health care coverage and a possible award for premium coverage with dollar amount limits. The specific language will be made in a resolution and then be added to Chapter 5 section 2 of the employee manual.

* GTA Meeting Status - J. Ferguson indicated that three will be presenting at the meeting; from Clemson, Drew Esposito plus one and Interim Dean from Kent, Jarrod Tudor. At present there are approximately 30 people signed up for the Jan 22 meeting.

* J. Ferguson continues to work on property and casualty insurance cost quotes. He suggested that each of the four companies be given 10 minutes to present their information and 5 minutes for questions at the January 13th meeting. He further said that the information from all four companies looks good.

* Direct Deposit resolution was made to make direct deposit mandatory for most employees (see resolution 15-24 above). This information will be added to the employee manual.

New Business

* 2015 Inventory request from Joe Cattell, Geauga County Engineers needs to be submitted by January 12, 2015. Each of the Trustees has been diligently working on compiling a detailed and accurate list of Parkman Township inventory items; not only for the county engineers, but for Insurance purposes.

* A thorough discussion was held concerning staffing and stipend payments. Discussion included participation, arrival and response times, overlapping incidents, active duty and non-active status, timing of when a call ends, training sessions, and many other topics.

Public comments * No public comments at this time.

* J. Ferguson moved and D. Ikeler seconded a motion to adjourn the meeting at 9:42 p.m. Motion carried unanimously.

Respectfully Submitted,

Approved by:



Kathy Clossin
Fiscal Officer



Jon Ferguson
Trustee Chairman